



Rio Arriba County Detention Center (RACDC) POLICY 008: INMATE RECORDS

The Rio Arriba County Detention facility will maintain accurate and current records for each inmate detained at the facility. Inmate records are a vital source of information and documentation.

Procedure:

Inmate Record File

1. The administrator shall insure that inmate file folders contain, at a minimum:
 - a. Court records,
 - b. Arrest and booking form,
 - c. Inmate inventory slips for all clothing, property, and money taken from the inmate with signed receipts,
 - d. Photograph and fingerprint cards,
 - e. Other information pertaining to the inmate deemed necessary by administration.
2. The administration shall ensure that inmate records are maintained by personnel in compliance with the policies and procedures.

Inmate Medical Records

1. The administrator shall insure that a separate medical record is maintained for each inmate detained at the Rio Arriba County Detention Facility.
2. All medical files shall be maintained by the responsible health authority.
3. Inmate medical records are confidential and information shall not be released unless written permission is granted by the inmate.
4. If an inmate is being transferred to another facility, then a copy of his medical record shall be forwarded to the other facility with the inmate.